



City of Loma Linda Official Report

Floyd Petersen, Mayor
Karen Hansberger, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: August 26, 2003

TO: City Council

VIA: Dennis R. Halloway, City Manager

FROM: T. Jarb Thaipejr, Public Works Director/City Engineer

SUBJECT: Extend Contract for A-1 Janitorial Services for the Janitorial Services for the Civic Center Complex and Corporation Yard; Approve an Increase in Cost to the Contract; and Approve a Contract for Cleaning Services with the Senior Center.

RECOMMENDATION

It is recommended that City Council:

1. Extend the contract for Janitorial Services of the Civic Center Complex and Corporation Yard offices for one year to expire June 30, 2004;
2. Approve a Consumer Price Index (CPI) increase of 2.1% in the contract price according to the Terms of Agreement;
3. Approve Contract Increase of \$3,288 per year based on improvements to the Civic Center; and
4. Approve a contract for cleaning services to the Senior Center.

BACKGROUND

On August 28, 2001, the City Council approved a contract with A-1 Janitorial Services. The terms of the contract allowed for (2) one-year extension. On August 27, 2002, the City Council approved a one and a half year contract extension to June 30, 2003. The City is requesting for its second one-year contract extension to expire June 30, 2004.

In the past fiscal year, improvements have been made to the Civic Center/Corporation Yard building that has required an amendment to the existing contract with A-1 American Cleaning Service.

The Corporation Yard has completed two remodeling expansions in the Streets and Water Divisions in the last fiscal year. The Streets Division remodeled two offices and a locker room into one large office with three workstation and a meeting and break room. The Water Division also remodeled an office and locker room into one large room that would support five

workstations, a locker room and one meeting room. These expansions were necessary to provide additional workspace areas for the employees.

In June 2003, the City replaced the carpeting in the Community Room to Vinyl Composite Tile (VCT) flooring.

With the implementation of the security access key card system, the cards have the capability of disarming and arming the City's security system. The cards can also be programmed to restrict users to specific areas of the building, to specific dates and time of a scheduled use. Because of these programming abilities, the City will issue key cards to applicants renting the Community Room on the weekends. This will eliminate the cost to have A-1 American to unlock and lock the Community Room for every use.

The specification of the contract reflecting the above-noted improvements (Attachment A) was forwarded to A-1 American Cleaning Service. A-1 American Cleaning Service returned a proposal to the City (Attachment B).

Based on the amendments, the cost of the Civic Center Contract will increase by \$3,288 per year (Attachment B). The total amount of the contract including the CPI increase for FY 2003-04 is \$35,941.

Since the opening of the Senior Center, City staff and volunteers have been maintaining the upkeep of the Senior Center. In this fiscal year's budget, money was earmarked for cleaning service. Specifications for general cleaning service to the Senior Center was forwarded to A-1 American Cleaning Service (Attachment C). The annual cost for the janitorial services is \$9,900.

FISCAL IMPACT

Funding for the service of the Civic Center has been appropriated in the following accounts:

01-3400-1830 - \$ 16,641
05-3500-1830 - \$ 10,600
65-7000-1830 - \$ 8,700

Funding for the service of the Senior Center has been appropriated in the following accounts:

01-5500-1830 - \$ 9,900

Attachment:

- A) Amendments to Personal Services Agreement
- B) Proposal by A-1 American Cleaning Service for Civic Center
- C) Specifications for Cleaning Service at Senior Center

CITY OF LOMA LINDA

AMENDMENT

Dated: August 26, 2003

**TO
CONTRACT DOCUMENTS AND SPECIFICATIONS
FOR JANITORIAL SERVICES FOR
LOMA LINDA CIVIC CENTER COMPLEX AND
CORPORATION YARD OFFICES**

This Addendum No. 2 is issued as a supplement to the bid documents for the *City of Loma Linda Contract Documents and Specifications for Janitorial Services for Loma Linda Civic Center Complex and Corporation Yard Offices*. The addendum clarifies or adds items in the bid documents.

1. Amend Section 9 SPECIFICATIONS

DAILY SERVICES [(4) FOUR DAYS PER WEEK], WEEKLY SERVICES, MONTHLY SERVICES & QUARTERLY SERVICES (THAT APPLY)

All daily services to include the newly remodeled areas of the Corporation Yard:

- A) Streets Department (two rooms, which include 3 desk areas and a meeting room) (Estimated date of services to commence September)
- B) Water Department (two rooms, which includes 5 desks and a meeting room)
- C) Traffic Department (locker room converted to one office)

QUARTERLY SERVICES

Seal and Wax Community Room

2. SECTION 9 – SPECIAL PROVISIONS - TECHNICAL

Custodial Shifts (Add to the Section)

The Contractor is responsible to provide the City with a list of all personnel authorized to work on City premises. The Contractor shall immediately notify City representatives of any changes to personnel.

Contractor and their staff will be subject to a Background Investigation (Fingerprint Card).

Quarterly Schedule

A report of the quarterly schedule shall be submitted to City representatives at the beginning of the contract year.

2. ADDITIONAL DUTIES TO MAINTENANCE SERVICES

COMMUNITY ROOM

Delete Item No. 1: "Provide an hourly rate to open and close the Community Room, including disarming and rearming the security system. Contractor will be responsible for waiting for the group up to one-half (1/2) hour after the scheduled opening time."

3. SECTION 9 – SPECIAL PROVISIONS - TECHNICAL

Custodial Shifts (Add to the Section)

The Contractor is responsible to provide the City with a list of all personnel authorized to work on City premises. The Contractor shall immediately notify City representatives of any changes to personnel.

Contractor and their staff will be subject to a Background Investigation (Fingerprint Card).

Quarterly Schedule

A report of the quarterly schedule shall be submitted to City representatives at the beginning of the contract year.

The Contractor shall sign and return this Amendment No. 1.

ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT NO. 1

BIDDER'S NAME

SIGNATURE

LIST OF PRICE FOR AMENDED CLEANING SERVICES

Sect. 9 Specifications

DAILY SERVICES (4 DAYS PER WEEK), WEEKLY SERVICES, MONTHLY SERVICES & QUARTERLY SERVICES (THAT APPLY)

A. Streets Dept. (two rooms, which include 3 workstations and a meeting room) Cleaning includes vacuuming, dusting all surfaces, cleaning table tops, and removing all trash.....	\$ 40.00 /mo
B. Water Dept. (two rooms, which include 5 workstations and a meeting room) Cleaning includes vacuuming, dusting all surfaces, cleaning table tops, and removing all trash.....	\$ 50.00 /mo
C. Community Room with new Vinyl Composite Tile (VCT) Floor Additional cleaning includes dust mop/ sweep and wet mop	\$ 26.00 /mo

WEEKLY SERVICES

Empty and replace liners in exterior trash cans located at the EOC, Two containers at the east courtyard (Administration), two containers at west courtyard (Finance), Library, two containers at main Civic Center entrance and at the City Hall parking lot Cleaning cost.....	\$ 30.00 /mo
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QUARTERLY SERVICES

Seal and Wax Community Room VCT Floor.....	\$ 660.00 /yr
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~~BI ANNUAL SERVICES (Approved on Addendum No.1)~~

Stripping of all tile floors to also include Community Room.....	\$ 876.00 /yr
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Total Annual Additional Charges	\$ 3288.00 /yr
Monthly additional charges	\$ 274.00 /mo

**LIST OF PRICE CHANGE FOR
COMMUNITY ROOM CLEANING SERVICES**

Community Room with new Vinyl Composite Tile (VCT) Floor

Additional cleaning includes dust mop/ sweep and wet mop (removing all prominent marks and scuffs)

..... \$ 90.00 per cleaning

A-1 AMERICAN CLEANING SERVICE will satisfactorily perform the following services
to:

**City of Loma Linda
SENIOR CENTER BUILDING**

2. SECTION 9 - SPECIAL PROVISIONS - TECHNICAL

Custodial Shifts (Add to the Section)

The Contractor is responsible to provide the City with a list of all personnel authorized to work on City premises. The Contractor shall immediately notify City representatives of any changes to personnel.

Contractor and their staff will be subject to a Background Investigation (Fingerprint Card).

Quarterly Schedule

A report of the quarterly schedule shall be submitted to City representatives at the beginning of the contract year.

The Contractor shall sign and return this Amendment No. 1.

ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT NO. 1

DERICK MANNING
BIDDER'S NAME


SIGNATURE

SPECIFICATIONS

CITY OF LOMA LINDA SENIOR CENTER

A. OFFICE/FOYER/LOBBY AREAS/ MULTIPURPOSE ROOM

MONTHLY SERVICES

1. Remove smudges and finger prints from lights switches, doors, file cabinets, etc.
2. Fully vacuum all carpets wall to wall.
3. Spot clean all carpeted areas.
4. Mop all tile floors.

THREE TIMES A YEAR

1. Clean, strip, seal and wax floor

QUARTERLY SERVICES

1. Machine scrub, neutralize floor and finish floor (non-slip finish).
2. Spray buff all tile floors in Senior Center.
3. Dust high and low surfaces - lampshades, ceiling vents, venetian blinds, wall hangings.
4. Perform detail vacuuming - corners, edges, etc.
5. Vacuum all fabric - covered and or upholstered furniture.
6. Wipe down kick plates, thresholds and metal work on doors.
7. Thoroughly clean vents on restroom doors.
8. Walk-through of the area with a representative of each party to keep abreast of all developments.

BI ANNUAL SERVICES (SPRING & WINTER)

1. Clean all windows inside and out

ANNUAL SERVICE

1. Vacuum wall and ceiling vents.

B. RESTROOMS

EACH SCHEDULED VISIT – ONE DAY PER WEEK – THURSDAYS AFTER 5:00 P.M.

1. Sweep and mop all floor areas using a germicidal solution.
4. Clean and sanitize all commodes, basin, and urinals.
5. Disinfect all chrome fixtures.
6. Remove splash marks from around and underneath urinals.

BI-WEEKLY

1. Buffer Treatment (sanitizer and sterilizer)

MONTHLY SERVICES

1. Wipe down all walls, surface areas.

2. Dust tops of partitions, mirrors and wainscoting, etc.
3. Pour clean water into floor drains to prevent sewer gases from escaping.

QUARTERLY SERVICE

1. Dust wall and ceiling vents.
2. Wipe down partitions surfaces.

D. KITCHEN AREA

EACH SCHEDULED VISIT – ONE DAY PER WEEK – THURSDAYS AFTER 5:00 P.M.

1. Clean refrigerator top.

MONTHLY SERVICE

1. Machine scrub, neutralize and polish tile floors.

BI-MONTHLY SERVICE

1. Polish all stainless steel appliances.

ADDITIONAL DUTIES TO MAINTENANCE SERVICES

1. Senior Center Security (locking and unlocking) includes minimum one-half (1/2) hour holdover time for contractor to ensure that the applicant has not shown up. (For all no shows the applicant will be charged the full pass-thru billing by the contractor). Make sure office doors and roll down doors are closed.
2. Special cleanup for banquets. Note: Special Cleanup for banquets are mandatory services which shall include:
 1. Collect all trash from multipurpose room, restrooms and kitchen and deposit in designated areas.
 2. Spot clean entrance doors.
 3. Clean and polish drinking fountains.
 4. Sweep all tile floors.
 5. Remove all coffee stains and drink spills from tile floors
 6. Clean all tables that are set up.
 7. Clean and polish sink, counter tops and all appliances.
 8. Empty sanitary napkins receptacle.

RESTROOMS

1. Empty sanitary napkin receptacle.
2. Sweep and mop all floor areas using a germicidal solution.
3. Clean and sanitize all commodes, basin, and urinals.
4. Disinfect all chrome fixtures.
5. Remove splash marks from around and underneath urinals.
6. Polish fixtures, dispensers, and mirrors.
7. Replenish all paper supplies - hand towels, soap, etc.